

STAT

Approved For Release 2007/12/03 : CIA-RDP85B00552R000100010018-6

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Approved For Release 2007/12/03 : CIA-RDP85B00552R000100010018-6

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. <i>EC/DDA</i>		<i>12 MAR 1982</i>
2. <i>A/DDA</i>		<i>3-15</i>
3. <i>DDA</i>		<i>MAR 1982</i>
4. <i>ED</i>		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*B.A. — pls provide cc to
D/OL, D/OC, D/DDP asking
for their response to be
incorporated in a general
reply from the DDA to the
DDI*

See attch. 15 MAR 1982 B.A.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO : 1981 O - 341-529 (120)

ROUTING AND TRANSMITTAL SLIP

Date

24 MAR 1982

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. ADDA

2. DDA

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4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a **RECORD** of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO/DDA

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1981 O - 341-529 (120)

ROUTING AND RECORD SHEET

DDA 82-0685/5

SUBJECT: (Optional)

DDA Support for the DDI

FROM: Harry E. Fitzwater
DDA
7D-18 Hqs.

EXTENSION

NO.

DATE

25 MAR 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDI
7E-47 Hqs.

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Bob,
As previously mentioned,
we have had trouble
with GSA running out of
supplies. I recently asked
D/OI to take \$10K and
buy supplies so believe
we are over the hump.

DDA 82-0685/5

25 MAR 1982

MEMORANDUM FOR: Deputy Director for Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: DDA Support for the DDI

REFERENCE: Memo to DDA from DDI, dtd 12 Mar 82, same Subject

1. This memorandum is in response to the alleged support problems which were outlined in reference.

a. Supplies: After a thorough check into the matter of adequate supply levels, I have not been able to confirm that a problem does, in fact, exist. As you know, on the day that I received your note I was able to obtain all the supplies which you had mentioned as not being available. DDI personnel should be aware that if a particular item is not visible on the open shelves, they should ask the supply clerk for the item (as the signs in the supply room suggest).

We investigated the "Xerox ink" (toner) problem and discovered that the origin of the complaint involves the depletion of toner for Xerox 3400 machines, of which only 10 are located in Headquarters. While our inventory has been purposely set low because of limited usage rates, we believe that we have acquired sufficient quantities to handle daily operational requirements. If a particular copying machine is not available for whatever reason, all DDI personnel should be alerted to the services of the Copy Center in GJ-56, which provides around-the-clock support seven days a week.

b. Computer Equipment/Gray Lines: As you are well aware, the questions of support to terminal and secure telephone systems installations is a matter of primary importance to us. For this reason, we have created a special effort in the area of terminal installation and we are proceeding quite rapidly on the installation of a new secure phone system. We currently have 56 outstanding terminal requests for the DDI (32 relocations, 10 new installations, 9 lines or other devices, and 5 printers). Almost all of the 56 items were received subsequent to the DDI move to [redacted] Building, and most are related to the moves of DDI components remaining in Headquarters. The status of the outstanding 56 terminal requests is as follows:

STAT

- 14 - waiting survey
- 34 - projected for installation in April
- 8 - hold pending resolution of technical problems

Returning to the secure phone issue, we are currently conducting an internal directorate experiment in secure telephone conference techniques. If it proves to be effective, it may be employed as a reasonable alternative for face-to-face meetings with your analysts at [] Building.

c. [] Shuttle: During the period October 1981 through February 1982, our records indicate that there were only 63 reimbursements for POV travel of SOVA personnel for trips between Headquarters and []. Further, the 11 scheduled daily shuttle trips between Headquarters, [] Buildings average a total of 134 passengers per day, amounting to about 12 passengers per trip. It should also be noted that three direct shuttle runs between [] and Headquarters were recently cancelled because the average number of passengers per trip was less than one person. These statistics would seem to indicate that the present shuttle service is more than adequate. If this is not the case, I am prepared to implement another direct-run shuttle service between Headquarters and [] for another 30-day trial period. Please advise.

2. Our "bottom line" in all of this is that we are prepared and most anxious to provide you, within the extent of resources available to us, with the appropriate levels of support required to carry out your mission.

Harry E. Fitzwater

Harry E. Fitzwater

EO/DDA/[] ba(24Mar82)
Distribution:

- 0 - DDI
- 1 - DDA Subject
- 1 - DDA Chrono
- 1 - HEF Chrono
- 1 - EO Chrono
- 1 - D/OL
- 1 - D/OC
- 1 - D/ODP

82-0685/4

ODP 82-370

19 MAR 1982

MEMORANDUM FOR: Executive Officer, DDA

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: DDI Terminal Installations

REFERENCE: DDI memorandum to DDA dtd. 12 Mar. 1982,
Subject: DDA Support to the DDI (DDI 2078-82),
(DDA-82-0685)

1. Our outstanding terminal requests for the DDI include:

32 relocations
10 new installations @
9 lines or other devides
5 printers
56 total actions

2. Status of those 56 items is as follows:

14 waiting survey
34 projected for April 1982 installation
8 hold pending resolution of technical problems
56 total actions

3. Almost all of the 56 items were received subsequent to the DDI move to the [redacted] and most of the relocations are related to Headquarters moves of the remaining DDI offices.

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4. We continue to work closely with DDI personnel who are responsible for terminal installation and relocation planning.

STAT

[redacted]
Bruce T. Johnson

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
DDI Terminal Installations

FROM: Bruce T. Johnson
Director of Data Processing
2D0105 HQS

NO. ODP 82-370

DATE 19 MAR 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer, DDA
7D24 HQS

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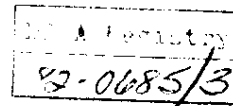
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18 MAR 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: James H. McDonald
Director of Logistics

SUBJECT: DDA Support to the DDI

REFERENCE: Memorandum from DDI to DDA, dated
12 March 1982, same subject (DDA 82-0685/1)
(OL 2 1156)

1. Referent memorandum addresses three areas of concern relative to the support provided to the Directorate of Intelligence by the Directorate of Administration. The following responses correlate with paragraphs 1 and 3, dealing with those areas under the purview of the Office of Logistics.

2. Two separate supply problems are cited in paragraph 1, the first relevant to Xerox ink (toner) and the other to general supplies. In regard to the former, we found that the origin of the complaint lies in the depletion of toner for Xerox 3400 machines, of which only 10 or so are located in the Headquarters Building. The inventory for this item has purposely been set rather low because of the small usage rate. Records of the Logistics Services Division (LSD) verify the following toner procurements from the LSD imprest fund to accommodate the few user requirements: 10 cases on 29 October; 3 cases on 30 November; 3 cases on 12 December; 2 cases on 8 March; and 12 cases on 16 March. These acquisitions should have been sufficient to handle daily operating requirements but, in addition, 58 cases have been on order from Xerox through normal procurement channels to supplement the imprest fund purchases. Should the usage rate continue at its current high level, upward adjustments will be made to the inventory to ensure availability of the item. It should also be recognized that there are circumstances other than depleted supplies which can cause inconveniences to copy machine operations, equipment breakdowns for example. There is little need, however, for any virtual halt in operations as a Copy Center is maintained in GJ-56 which provides service around-the-clock, 7 days a week. All Directorate of Intelligence personnel should be alerted to this available service.

OL 2 1156a

3. The other part of the stated supply problem, dealing with shortages of general supplies, could have occurred as a result of a misunderstanding of the system. Yellow legal pads are, and always have been, on hand but stored behind the counter on occasions, for issuance by supply clerks. This is done to maintain control of issuances and to discourage some employees' tendency to overstate their requirements. Signs are prominently displayed urging customers to inquire at the counter for items not stocked on open shelves. If any supply problems develop in the future, it is suggested that the Chief, LSD be notified immediately. You have my assurance that the response will be positive and prompt.

STAT 4. Paragraph 3 of the referent memorandum suggests that
STAT the addition of extra shuttle runs directly between [redacted]
STAT and Headquarters buildings are in order, due to the "sizeable
STAT number" of analysts using POV's for commuting between these
STAT two facilities. Available information indicates that [redacted]
STAT building personnel have been reimbursed for only 63 trips to
STAT and from the two buildings, covering the period October-
STAT February. Further, in the 11 scheduled daily shuttle trips
STAT encompassing the [redacted] buildings,
STAT records show that ridership averages 134 employees per day,
STAT an average of only 12 passengers per trip. It should also
STAT be noted that three direct shuttle runs between [redacted] and
STAT Headquarters were recently cancelled due to an average rider-
STAT ship of a .5 body. These statistics indicate that the present
STAT arrangement is more than adequate and is certainly at a
STAT satisfactory level of efficiency. As a trial measure, however,
STAT I am prepared to implement a direct-run shuttle at the times
STAT suggested, for a 30-day period beginning 1 April. A compre-
STAT hensive tally of riders will be compiled during this trial.
STAT Should the run prove as popular as has been suggested, the DDI
STAT would be requested to provide the necessary support and
STAT assistance in obtaining from the Comptroller the necessary
STAT driver position and vehicle funding required to continue this
STAT service, inasmuch as existing requirements for drivers and
STAT vehicles are already stretched to the limit.

STAT [redacted]
for James H. McDonald

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA Support to the DDI

FROM: D/L
2C02

EXTENSION

NO.

OL 2 1156a

DATE

18 MAR 1982

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDA
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Hdqs.

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D R A F T
15 March 1982

MEMORANDUM FOR: Deputy Director for Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: DDA Support for the DDI

1. Thanks for your DDI 2078-82, Dtd 12 March 1982 dealing with the same subject. Without feedback, obviously we are unable to fine tune our efforts to support any of the Agency components. (U)

2. As you are well aware, the question of support to terminal and secure telephone systems installation is a matter of primary importance to us. For this reason, we have created a special effort in the area of terminal installation and are proceeding quite rapidly on the installation of a new secure phone system. Both of these efforts are dependent upon adequate funding which must be obtained either on an unfunded basis or programmatically in the 1983 budget. (U)

3. Unfortunately, decisions to reduce the Agency's budget have cut deeply into the DDA capabilities. On the other hand, decisions to expand portions of the Agency have not taken into account the necessity to provide an adequate support structure. All of the symptoms which you note reflect budgetary decisions taken several years ago. We are working, and will continue to work, to resolve these problems in today's world, but we will need patience, cooperation, and support from you. (U)

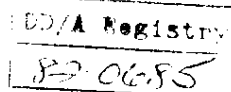
SUBJECT: DDA Support for the DDI

4. Incidentally, we are trying an internal Directorate experiment in secure telephone conference techniques. If it works, it may prove to be a reasonable alternative for face-to-face meetings for your analysts at Building. We will keep you advised on progress in this regard.

(U)

Harry E. Fitzwater

CONFIDENTIAL



12 MAR 1982

DDI 2078-82

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert M. Gates
Deputy Director for Intelligence

SUBJECT: DDA Support for the DDI

In discussions with a number of groups of analysts over the past few weeks, I have heard of some support problems that are affecting this Directorate's analytical effort.

1. Supplies

One major area of concern is the lack of adequate supplies:

--In one case a branch was brought to a virtual halt because there was no ink for their office's xerox machine. When they checked with the supply room they were told that it had been out of stock for six weeks. Luckily, from the branch's standpoint, they finally "found" some ink in a xerox machine that had been disconnected elsewhere in the building.

--Shortages have also been experienced in other basic supply areas--yellow legal pads, number 2 pencils, blue and black pens, memoranda of call pads, and bond paper.

Such supply problems can severely disrupt branch operations, thus reducing overall productivity. From your standpoint, shortages run the risk of creating a vicious circle. It is all too easy to have a hoarding mentality develop. Branches throughout the Agency, having experienced a shortage, will try to react to restocking efforts by trying to get supplies before the hoarders arrive. Allocating through first-come, first-serve rationing is at best a partial solution. It does help ensure that those who feel they need something (and are willing to go out of their way to get it) will get some supplies. At the same time, however, rationing is disruptive and helps institutionalize the hoarding mentality. I hope you can address this problem before it becomes more serious.

2. Computer Equipment/Gray Lines

Another major support problem that I have heard about centers on the difficulty in getting computer equipment hooked up and gray lines installed or relocated. Many of the branches in this Directorate depend heavily on computer oriented support--Delta Datas, dedicated external terminals, plotters, etc.--for day-to-day operations. At present we estimate that there are somewhere around 25 Delta Datas, for example, that are still not connected in this Directorate. With SOVA the need for adequate gray line connections to carry out day-to-day operations has only been heightened.

I know that your people are working on these ADP and gray line problems as rapidly as possible. On our side, CPAS/ASG is trying to make it easier for the DDA and DDI to resolve computer-oriented difficulties. They have recently hired, for example, an additional person simply to monitor terminal relocations, installations, and removals on a

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Revw on Mar 88

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daily basis. If these support problems are not ironed out in the next two to three months, it might be useful for us to put our heads together. Undoubtedly there is the potential for many bureaucratic bottlenecks on both sides and if the system is not able to rectify the situation, it might take our gentle persuasion to get the job done.

25X1 3 Shuttle

25X1 Even if adequate electronic and secure phone communications are set up between
25X1 and Headquarters, there are many times when face-to-face discussion is
25X1 indispensable. The current SOVA/Headquarters shuttle is simply inadequate to meet this
25X1 need. Even though there are busses leaving on the hour, two problems exist. First,
the busses stop at thus increasing the time of the trip.
Second, getting to a meeting that begins on the hour usually means at least one hour in
down time for those taking the shuttle. As a result of these problems, a sizeable number
of Soviet analysts drive to Headquarters each day. I think an upgrading of the shuttle
service is clearly needed. Service could be greatly enhanced by adding direct shuttle
25X1 service on the half hour during prime time. At a bare minimum, busses should be added
leaving at 0930, 1030, 1330, and 1430 and returning on the hour. Given the
25X1 importance the Director places on Soviet activities and the Soviet connection worldwide,
I feel such an investment would be well worth the cost and effort.

Robert M. Gates

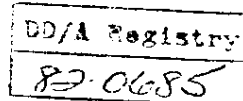
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25X1

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CONFIDENTIAL



12 MAR 1982

DDI 2078-82

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert M. Gates
Deputy Director for Intelligence

SUBJECT: DDA Support for the DDI

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I know that your people are working on these ADP and gray line problems as rapidly as possible. On our side, CPAS/ASG is trying to make it easier for the DDA and DDI to resolve computer-oriented difficulties. They have recently hired, for example, an additional person simply to monitor terminal relocations, installations, and removals on a

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Revw on Mar 88

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82-0685

25X1

CONFIDENTIAL

daily basis. If these support problems are not ironed out in the next two to three months, it might be useful for us to put our heads together. Undoubtedly there is the potential for many bureaucratic bottlenecks on both sides and if the system is not able to rectify the situation, it might take our gentle persuasion to get the job done.

3. Shuttle

Even if adequate electronic and secure phone communications are set up between [redacted] and Headquarters, there are many times when face-to-face discussion is indispensable. The current SOVA/Headquarters shuttle is simply inadequate to meet this need. Even though there are busses leaving [redacted] on the hour, two problems exist. First, the busses stop at [redacted], thus increasing the time of the trip. Second, getting to a meeting that begins on the hour usually means at least one hour in down time for those taking the shuttle. As a result of these problems, a sizeable number of Soviet analysts drive to Headquarters each day. I think an upgrading of the shuttle service is clearly needed. Service could be greatly enhanced by adding direct shuttle service on the half hour during prime time. At a bare minimum, busses should be added leaving [redacted] at 0930, 1030, 1330, and 1430 and returning on the hour. Given the importance the Director places on Soviet activities and the Soviet connection worldwide, I feel such an investment would be well worth the cost and effort.

[redacted]
Robert M. Gates

CONFIDENTIAL

25X1

25X1

Page Denied

DDA 82-0645

5 MAR 1982

MEMORANDUM FOR: Deputy Director for Administration


VIA: Associate Deputy Director for Administration

25X1 FROM:
Executive Officer to the DDA

SUBJECT: Monday Morning Staff Meetings

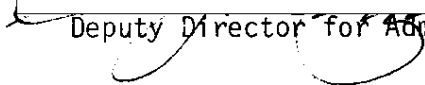
It is recommended that the staff meetings which are held on Monday mornings be cancelled. Because the meetings are held on the first day of the workweek, participants usually do not have an accurate picture of all of the significant happenings in their areas. In addition, given the specific nature of each participant's area of responsibility, there is normally not much commonality regarding the information exchanged and its value to the other members who attend the session. All of the participants attend your staff meetings on Tuesday and Thursday, and each has ample opportunity to express himself at those sessions. Finally, several of the staff members have individual sessions with you and the ADDA each week, which affords them the opportunity to express concerns which they do not desire to surface at the general staff meetings. For all of the foregoing reasons, I believe that the Monday meetings should be discontinued.

25X1
CONCUR:

25X1
 Associate Deputy Director for Administration

3-9-82
Date

APPROVED:

25X1
 Deputy Director for Administration

3-9-82
Date

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monday Morning Staff Meetings

FROM:

EO/DDA

EXTENSION

NO.

DATE

5 MAR 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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ADDA

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EO/DDA

9 MAR 1982

9 MAR 1982

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DD/A REGISTRY

FILE:

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5- Attendees have been notified.

9 MAR 1982

BS